



Submittal Date: _____

Page 1 of 2

Page 2 is Building Plan Specification Form

**TOWN OF SOUTHERN SHORES
PLANNING AND CODE ENFORCEMENT**

5375 N. Virginia Dare Trail, Southern Shores, NC 27949

(252) 261-2394 phone (252) 255-0876 fax

www.southernshores-nc.gov

**BUILDING/FLOODPLAIN DEVELOPMENT
PERMIT APPLICATION**

***Applications WILL NOT be accepted until all required information is provided

PROPERTY INFORMATION:

Project Address: _____

Property Owner: _____

Lot Number: _____ Block: _____ Section: _____

Mailing Address: _____

Property ID Number (PIN #): _____

City: _____ State: _____ Zip Code: _____

Lot Area: _____ sq ft

Tele #: _____

Flood Zone: VE AE X

Base Flood Elevation: _____ ft Plus 2ft of Freeboard = _____ ft Regulatory Flood Protection Elevation

Zoning District: _____ / Septic Permit # _____ Permit Date: _____ /Water Tap # _____

CAMA Permit required? ☐ Yes ☐ No CAMA Permit # _____ CAMA AEC: _____ Estuarine Shoreline or _____ Ocean Hazard

CONTRACTOR INFORMATION:

Business Name: _____

Contractor Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Business # _____ Cell # _____

Fax # _____ Email _____

NC G. C. Licensed Contractor _____ OR _____ Non-Licensed Contractor

License Information:

NC G. C. License Number: _____

Limitation: _____

Classification: _____

Qualifier: _____

DESCRIPTION OF WORK:

PERMIT TYPE (X): _____ COMMERCIAL _____ RESIDENTIAL / _____ RESIDENCE _____ RENTAL

TYPE OF CONSTRUCTION (X): _____ NEW CONSTRUCTION _____ ADDITION/EXPANSION _____ REMODEL/RENOVATION/REPAIR _____ ACCESSORY

PROPERTY USE (X): _____ SINGLE FAMILY _____ DUPLEX _____ MULTI-FAMILY

_____ PIERS/DOCKS _____ BULKHEAD _____ GOVERNMENT/INSTITUTIONAL

_____ ****COMMERCIAL** _____ ****EXISTING USE** _____ ****PROPOSED CHANGE OF USE**

SQUARE FOOTAGE AND/OR DIMENSIONS: _____ GARAGE _____ SHED _____ SWIMMING POOL

_____ GAZEBO _____ DUNE DECK _____ FENCE _____ RETAINING WALL _____ BULKHEAD

_____ PIER/DOCK _____ STORAGE ENCLOSURE _____ OTHER

PROPOSED BUILDING AREA: _____ SQ FT - HEATED / LIVING AREAS (NEW SPACE)

_____ SQ FT - NON HEATED AREAS (NEW SPACE)

\$ _____ COST OF REMODELING AND ALTERATIONS ONLY (NO ADDITIONAL SQ FT)

\$ _____ ESTIMATED CONSTRUCTION COST OF TOTAL PROJECT

NOTE: Although the Town of Southern Shores does not enforce or consider the effect of covenants in the various subdivisions of Southern Shores, applicants for a building permit should be advised that their building plans may be affected by subdivision covenants and are advised to consult with the appropriate property owners' association.

You are strongly urged to obtain approval from the appropriate association before you apply for a permit and begin construction. Failure to do so could result in legal action by the association to enforce the covenants.